

## **Houston Police Department Hiring Process**

All applicants for a beginning position in the City of Houston Police Department will be processed in a consistent manner in accordance with the guidelines and procedures set forth herein. Pursuant to the Consent Decree entering *Nugent v. City of Houston*, it is a requirement that this document be provided to each applicant for a beginning position.

1. As the initial step in the hiring process, each applicant take and receive a passing score a Civil Service entrance examination as required by Chapter 143 of the Texas Local Government Code. All applicants who pass the examination will then be ranked based upon the score on the exam, and if applicable, based upon additional points for military service as provided by §143.025 (f) of the Texas Local Government Code.
2. Each applicant must complete a formal application packet prior to further processing. A questionnaire review with an interviewer shall be conducted with each applicant to review, amplify and verify all information and data provided. All documentation provided shall be reviewed for consistency, accuracy, and authenticity.
3. Each candidate, who makes a passing grade on the Civil Service entrance, must meet the following requirements:
  - A. Has either (1) completed sixty (60) semester hours from an accredited college or university with a “2.0” grade point average or (2) military service with an honorable discharge.
  - B. Age: 21-44 years of age, but must not have reached their 45<sup>th</sup> birthday prior to oath of office or certification.
  - C. Must be a U.S. citizen and resident of the contiguous United States for a period of time sufficient to conduct a comprehensive background investigation. Consideration given for military, overseas assignments.
  - D. Weight in proportion to height.
  - E. Pass all phases of a Work Sample (physical agility) Test.
  - F. Valid driver’s license and proof of liability insurance.
  - G. No more than two (2) moving traffic violations within an eighteen (18) month period preceding the date of application. Driving record should reflect prudence and maturity.
  - H. No felony or Class A misdemeanor convictions. No Class B misdemeanor convictions within the past ten years proceeding the date of application.
  - I. Previous military personnel must not have been convicted of any court-martial higher than a summary.
  - J. Have a stable credit history, family background, and employment background.

The age limits referenced above are, with respect to Class Members in *Nugent v. City of Houston*, subject to the terms of the Consent Degree entered by the U.S. District Court for the Southern District of Texas in connection with that litigation. (On June

17, 2005, the Texas Legislature passed S.B. 1421, effectively raising the age of persons seeking beginning positions to be no more than 45 years of age.)

4. A background investigation and polygraph examination shall be completed with respect to each applicant to verify the qualifications listed above.
5. The final testing and evaluation includes a medical examination, a drug test, and psychological testing and evaluation.
6. An applicant may request a review and/or appeal of his/her rejection.
7. Previous employees of the Houston Police Department may be reinstated in compliance with the requirements of Chapter 143 of the Texas Local Government Code.
8. Former Trainees who wish to reapply may do so within the requirements of the Department and Chapter 143 of the Texas Local Government Code and the rules of the Commission.
9. Former applicants who were previously “permanently rejected” and who are class members in *Nugent v. City of Houston* may submit a reapplication in accordance with the provisions of the Consent Decree entered by the U.S. District Court in that litigation.